

REGISTERING AS A NOTARY PUBLIC

If you wish to become a notary public, please contact the Secretary of State, Notary Information at (916) 653-3595 or www.ss.ca.gov/business/notary/notary.htm

All applicants must file an official bond and an oath of office **within 30 calendar days** of their commission's starting date in the office of the county clerk of the county within which the person maintains a principal place of business. **THIS 30-DAY PERIOD CANNOT BE EXTENDED FOR ANY REASON.** Your Notary Commission identifies the deadline for filing and the county in which you must file. If your commission indicates a county other than San Bernardino, contact that county for their requirements, fees, office hours, etc.

IN PERSON (M-F, 8:00 a.m.-4:30 p.m.)

Applicant will need to submit the following items:

1. Notary Commission from the State of California
2. Original bond in the amount of \$15,000 (bond and commission must match exactly).
3. Valid identification
4. \$46.00 fee (Includes \$11.00 to record the bond). If bond is more than one page, there is an additional fee of \$3.00 per page after the first page. Additional \$1.00 is charged for each conformed copy of bond.

Once applicant has completed the filing process with the County Clerk's Office, they may start notarizing documents.

CERTIFIED MAIL

Applicant will need to take the following items with them to a notary public: (Please note that your oath must be administered in the County of San Bernardino).

1. Original commission certificate
2. Two completed oath of office forms, unsigned
3. Notary fee

Immediately forward by certified mail to the San Bernardino County Clerk's Office:

1. Photocopy of commission
2. Original bond signed by principal in the amount of \$15,000 (which reads exactly the same as the commission).
3. Two completed oath of office forms. Each copy must be originally signed by applicant *and* the notary who administered the oath (oath must be administered in the County of San Bernardino).
4. A photocopy of the bond and a self-addressed, stamped envelope.
5. \$46.00 fee (Includes \$11.00 to record the bond). If bond is more than one page, there is an additional fee of \$3.00 per page after the first page. An additional \$1.00 and a self-addressed, stamped envelope, if a conformed copy of the bond is desired.
6. Include a daytime phone number where you can be reached if necessary.

Mail all items to: San Bernardino County Clerk, 1st floor
222 W. Hospitality Lane
San Bernardino, Ca 92415-0022

Once the applicant receives the copy of the filed bond, they may start notarizing documents. (The original bond will be returned by mail in approximately one week).

NOTARY AUTHENTICATION

To have a San Bernardino County notary's signature authenticated you may come in to our office in person or mail the document/documents in for a fee of \$10.00 per notary signature authenticated.

Please note: We do not have a notary public on staff to notarize any documents nor do we authenticate a notary signature from any other county. For additional information, please call (909) 386-8970.